COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION   **UNCLASSIFIED**

REGISTRAR OF VOTERS   **Class No. 002163**

■ **CLASSIFICATION PURPOSE**

To provide eligible citizens of San Diego County with widespread and ongoing opportunities to register and vote in fair and accurate elections for all Federal, State, and local offices and measures; and to provide access to the information needed to utilize the initiative, referendum, and recall petition processes.

■ **DISTINGUISHING CHARACTERISTICS**

This is a single position executive management classification responsible for all functions and operations of the Registrar of Voters.

■ **FUNCTIONS**

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, coordinates, and evaluates the overall activities of the Registrar of Voters to provide eligible citizens with the opportunity to register and vote.

2. Directs the development and implementation of countywide policies and procedures concerning departmental plans and programs.

3. Directs the preparation of precinct maps using Geographic Information System (G.I.S.) software.

4. Directs the maintenance of voter registration and other election records.

5. Oversees poll sites survey for accessibility.

6. Negotiates and administers contractual agreements for election services and supplies.

7. Reviews, canvasses, and certifies election results.

8. Reviews and files candidate nomination and financial disclosure documents.

9. Reviews Federal and State elections bills and provides input on needed legislative changes.

10. Develops the department's annual budget and monitors revenue and expenditure transactions.

11. Conducts fiscal analysis and prepares cost projections.

12. Identifies operational problems and formulates appropriate solutions.

13. Prepares reports and correspondence.

14. Acts as liaison with other public and private agencies and provides information to County departments, the public, and
15. agency representatives on departmental activities.

16. Participates on inter-jurisdictional committees and task forces on election bills and activities.

17. Supervises subordinate staff.

18. Provides high quality service to County employees, representatives of outside agencies and members of the public.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

– Election processes and procedures related to the administration of election affairs.
– Federal, State and local laws, codes, regulations, and standards pertinent to election rules and procedures.
– Contract negotiation and administration.
– Policy/procedure development and implementation related to the Registrar of Voters.
– Principles and practices of supervision and training.
– Principles and theories of public administration including general administration, human resource management, fiscal management, and accounting.
– County customer service objectives and strategies.
– The General Management System in principle and in practice.

Skills and Abilities to:

– Plan, organize, direct, and evaluate the overall activities of staff involved in providing election services to the public.
– Direct the establishment and implementation of departmental policies and procedures and election service programs.
– Coordinate departmental services with County departments and public/private agencies.
– Ensure that departmental activities conform to Federal, State, and local laws and regulations concerning election activities.
– Identify and resolve departmental operational problems.
– Prepare annual budget and monitor revenues and expenditures.
– Prepare executive-level correspondence and reports.
– Supervise, train, and evaluate the work of subordinate staff.
– Prepare and give public presentations on the department's activities, functions, and issues.
– Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
– Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
– Effectively communicate orally and in writing.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalent in public administration, business administration AND five (5) years of increasingly responsible experience in elections administration. Experience must have included two (2) years of supervisory responsibility.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License
A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration
None required.

Working Conditions
Office environment; exposure to computer screens. Long hours during peak election cycles, including nights and weekends. Leaves of absence may be restricted during election cycle.

Background Investigation
Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: July 29, 1959
Revised: April 17, 1992
Reviewed: Spring 2004

Registrar of Voters (Class No. 002163)   Union Code: EM   Variable Entry: Y